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ABSTRACT

This paper describes how two small non-profit libraries successfully computerized their periodical record and routing systems. The steps required in gaining acceptance of the idea, planning, designing, installing, and perfecting each system are included. The Population Council library, whose clerical staff was formerly responsible for manually routing periodicals to library staff, designed a program where the computer actually printed three types of routing slips, matching the existing system. Journals were routed in three ways: (1) to a particular staff member for a check of contents for possible abstracting for the Population Council's monthly publication; (2) contents' pages of journals to a large number of staff for check to see if any wanted to see the entire issue; and (3) the journal itself to all those interested in seeing every issue, regardless of content. The Rockefeller Foundation Library's system has the capability of producing on-demand lists of titles received, in alphabetical order, by subject, with holdings; lists of titles received arranged by the individual who saw them; and lists of titles needing renewal in the upcoming month. (MBR)

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# Computerized Periodical Systems in Two Small Special Libraries

Muriel Regan and H. Neil Zimmerman

Presented at the 69th Annual Conference,
Special Libraries Association, June 13, 1978

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Muriel Regan

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

IR000552

Is this how you feel about computers? (A1) Over the past two decades computers have come to play such a dominant role in the processing of all kinds of information that it is now difficult to imagine any large- or medium-scale enterprise functioning without them. An article in the August 22, 1977 issue of the New Yorker estimates that there are some one hundred and fifty thousand computers currently in use in the United States. That statistic doesn't truly reflect the extent of computerization, for just one large computer can serve several thousand organizations on a time-sharing basis. The article then goes on to recount some fascinating examples of how crime has kept pace with computerization, but we won't go into that here.

What I do want to emphasize here is the ready accessibility of computers, and what it means to the smaller library which can now find it has the opportunity to make use of computerization to improve its information flow and its services, and incidentally upgrade its image within its own organization. It does nothing for the image of a library for it to be using primitive manual methods of record-keeping when other departments within the same firm or institution are using sophisticated automated techniques. Especially when the latter could be the library's too if some persuasive arguments and an effective approach were made to management.

This paper will describe how two small special libraries in non-profit situations convinced their administrations to make programming and computer time available to them, how they went about using this time, and what the results have been. It is essentially a tell-and-show demonstration, not to hand down any exact instructions how to do it, but to encourage you to explore your possibilities.

COMPUTERIZATION OF PERIODICAL ROUTING IN THE POPULATION COUNCIL LIBRARY

H. Neil Zimmerman

I arrived at The Population Council in July 1974 to find a library in need of much reorganization. Since there was little possibility of increasing the support staff (one clerk), it was necessary to look at each library operation to see if it was needed and/or could be made more efficient. One service which stood out was the selective routing of 150 currently-received periodicals to a professional staff of around 50. The routing slips were prepared by hand from a master looseleaf log as the journals arrived. Once a year listings were made, again by hand, of the journals routed to each staff member. This chore took more than 20% of the clerk's time; certainly too much to devote to this one service.

While the professional staff appreciated this service, I felt I could eliminate it if necessary. However, my objective was certainly not to cut library services but to streamline and, if possible, improve them.

A few doors down the hall was a room devoted to the organization's Computer Center - a center that served the research needs of the staff, but, at that time, did no administrative work for the organization. After some discussion with the Council's administration, I was given the green light to try to computerize the periodical routing operation. Since the Council owned the computer and the Library budget was small, I also convinced them to allow us to use it without charge.

More importantly, I found the computer staff both eager and willing to try out their equipment on an administrative task and, fortunately, was assigned a programmer who viewed the operation as a

challenge, rather than as a chore. Without her devoted interest, nothing meaningful could have been accomplished.

We hoped to design a program that would have the computer actually print routing slips. Each journal was assigned a three-letter code; each staff member a three-number code. This information was entered into the data bank from the old circulation records. A simple program was developed to make any changes in this information, as staff or journals were added or deleted.

The routing program was designed to match the existing system in which up to three types of routing slips were made as the journals arrived (A2).

"A" SLIP: About 25 journals were routed to a particular staff member upon receipt. S/he would examine the issue to see if it contained any articles which might be abstracted for The Population Council's monthly publication, Current Literature in Family Planning. The "abstractor" was allowed three days of exclusive use.

"B" SLIP: If a journal had a large number of staff who wished to see it, or many who wished to see only occasional issues, the contents page would be routed prior to circulation of the journal itself. Each "B" slip (three per journal could be produced) might contain up to eight names and provided a check-off system to let it be known who wished to see the actual copy of that particular issue. About 30 percent of the journals needed "B" slips.

"C" SLIPS: Every journal had a "C" slip, which was used for routing the journal itself. This contained names of all those interested in seeing every issue, regardless of

content, plus all names on any "B" slip/s.

When a stack of journals was ready for routing, (about twice a week) the library clerk entered them into a standard Kardex and made a listing of the three-letter codes of the journals involved. He then entered these codes into the computer using the program SLIPS. The line printer would then print a "C" slip for every journal as well as an "A" slip and a "B" slip/s where needed. If the journal had an "A" slip, it would be sent out to the staff member indicated, using the "A" slip itself as the routing form. Any "B" and/or "C" slips would be filed away for use when the journal was returned by the abstractor in three working days. "B" slips indicated that the clerk should make a copy or copies of the contents page of that title and route those accordingly. The journal would be held for two weeks while these contents pages circulated (the journal itself being available on "reserve" in the Library). When the "B" slip returned to the Library, persons indicating they would not need to see the issue involved would be crossed off the "C" slip prior to the routing. Journals which only had "C" slips would be routed immediately.

If this all sounds complicated, it was. In addition, abstractors often kept journals for more than three days; contents pages often took longer than two weeks to route to eight people - especially during vacations. But, it did work and took only one-third of the previous person-hours. The system was simplified with the demise of Current Publications in Family Planning and its need for "abstractors." While the "A" slip system was never taken out of the computer, all names have been removed and no "A" slips are now generated. "B" slips are now generated only for those periodicals with very long circulation

lists - about 10 percent of the titles. Tardy readers and those often away from the office have been put only on "C" lists, reducing delays to a minimum.

More important were the additional benefits of the computerization that were not planned in the beginning but developed as we went along:

From the beginning we could get:

1. Routing slips--A, B, & C types.

2. A listing of the journals available for circulation (with codes)(B).

3. A listing of the staff and their codes (C).

4. A basic listing of each journal (D) together with the names on each type of slip, which had a program to allow any needed data changes to be made.

As we went along we added programs to:

1. Give a listing of the journals routed to a particular staff member (E). This eliminated the need for a large annual review of each staff member's circulation. Now they are able to request a listing at any time and make changes whenever necessary.

2. Put a vacationing staff member "in limbo" - information is kept on the travel schedules of staff members and this is especially useful when they are on long trips or leave.

3. Get a listing of the last 10 journals entered into the computer (F), which is useful when making up our New Acquisitions List.

Later we added a separate data bank for all our periodical holdings, whether they were currently received or not. This listing (G) tells:

1. Name of journal and code.
2. Source (paid, free, exchange, etc.).
3. Holdings.
4. If currently received.
5. If in "routing" system.

And last year we added the program TRACK. This wonderful tool keeps track of the last date a slip was run for each journal. A listing (H) can be generated of journals for which no slips have been printed since any given date - or a complete listing of all journals with the date their last slips were printed. This has cut time spent claiming missing issues by 75 percent.

We have also found our system useful when considering subscription renewals. We route a form letter, using a "C" slip, to the readers of each paid journal asking them to comment on a renewal of the subscription with "yes", "no" or "neutral." We include the cost of the subscription on the form. A significant number of titles come back with no positive comments, thus giving us a flexibility in our budget of new subscriptions.

With the establishment of this time-saving system and the advent of a new Population Council quarterly publication, Population and Development Review (which we could use for exchange), the input of journals was greatly increased to about 300. The former limit of approximately 20 routed journals per staff member was replaced with a limit of "any reasonable number." This major increase in service could be accomplished without any significant increase in library staff effort.

With our move to a new office in May of last year, the Council decided it could make do without its own Computer Center and switched over to a time-sharing system run by former members of our Center's staff. The Library now needed a small budget to pay for computer services, but the results of computerization were so good that no difficulty was encountered in the budget increase. However, it did cut any plans for further expansion because of the real costs involved in developing new computer uses.

We share a terminal with a few other users in a room just down the hall from the Library. When the system was started, the Council owned a Digital Equipment Company 11/45. Our time-sharing service now uses a DEC 11/70. Costs to library run about $500 per year.

# COMPUTERIZATION OF PERIODICAL RECORDS IN THE ROCKEFELLER FOUNDATION LIBRARY

Muriel Regan

At The Rockefeller Foundation we had talked wishfully for a long time about computerizing our periodical records but it was not until June 1976 that we actually did anything about it. I had seen The Population Council Library's system in operation and was very enthusiastic about it and the apparent ease with which it had gone into effect. A discussion with our systems people brought a request for us to prepare a written proposal. At that time we were handling regularly about 600 periodicals and routing about 500 of them to a staff of 200. We put no restrictions on circulating periodicals to officers and support staff other than being unwilling to circulate those which were reference tools or indexes. All anyone had to do to be put on any routing list, with the exceptions I've mentioned, was to ask, whether their interest was professional or personal. The result was that an enormous amount of our clerical time was being spent in checking in and routing periodicals, keeping routing lists up-to-date, and preparing periodical renewal orders. Professional time was spent in fully cataloguing periodicals.

Three sets of manual records were being kept: a Kardex, on which periodicals were checked in as received, and routing lists kept; cards for each individual on the foundation staff, with a list of the titles he or she saw regularly; and cards for each title purchased, arranged by the month in which the subscription was to be renewed.

About one half of the time of a library clerical assistant was spent in these operations - a lot of effort when the total staff at that time was two professionals and one clerk. In addition, like The Population

Council Library, we produced for each officer a list of the titles he or she saw regularly so we could plan our subscription renewals, and also an annual list of all periodical titles received to be given to any new staff.

What we asked for in our initial approach was the capability to produce from our in-house computer the following products: 1. on-demand up-to-date lists of titles received, in alphabetical order or by subject, with holdings; 2. lists of titles received arranged by the individuals who saw them; and 3. lists of what titles needed to be renewed in the upcoming month. We also thought it might be possible to produce routing slips and to initiate claims for missing issues.

Our rationale for our request was to do these tasks more quickly than we were doing them manually, and to do them more accurately. Despite our best efforts, for example, there always seemed to be some titles missing from our renewal list, our annual periodicals list was rapidly out-of-date, and our routing lists sometimes still had former staff names on them.

Nothing happened to our proposal. We were told it could not be considered for implementation in 1976 but was a possibility for 1977. By September 1976 our periodicals situation had become desperate. We had expanded library services in other areas that required more clerical time and despite the addition of a half-time clerk we were still in difficulty. So we decided, with administration's approval, that beginning in January 1977 periodicals would be routed to only those persons who needed to see them for program interest or their administrative responsibilities. No longer would periodicals be routed for personal, recreational reading. A memo to this effect was sent to all staff.

The memo brought on a storm of protest. We got phone calls and memos asking us to reconsider, and a petition was passed around asking that this valuable fringe benefit be reinstated. So we rethought our position. and decided we could continue servicing personal readership as before - but - only if we were given a firm commitment to computerizing our periodical record-keeping and routing. This we got late in November 1976, and in April of 1977, after a delay caused by the need to hire a new senior programmer and to spend time on a higher-priority project, initial programs were written and input began in May. I have gone into these details of time and delay to make three special points - it is important that you make evident the need, in terms of time, effort and efficiency, for computerization, and even better if you can do so dramatically; that the project will undoubtedly take longer than you anticipate; and that even after a commitment to it has been made, it may have to take a back seat to other computer projects.

We too were fortunate in having our project assigned to a staff programmer who was interested in it and very patient with our ignorance and changes of mind. We told her what we hoped to achieve with computerizing our periodicals system. She encouraged us to ask for the ultimate, went away and worked on it, and then came back and told us what we could have. The major disappointment was that no way could be worked out for the computer to alert us to the need to claim missing issues.

Our part of the input procedure was to assign code numbers to all our periodical titles, five digit numbers gapped by ten, and to draw up frequency codes (I), subject codes (J) (for which we depended on the subject list in Ulrich's International Periodical Directory, 16th edition,

with the addition of geographic areas and a few subjects of special application to our library, such as foundations), language codes (K), and special feature codes (L). The programmer then prepared coding instructions (M), and a worksheet (N) that had to be filled out for each periodical title to be included in the system. Filling out the worksheets proved to be very time-consuming. It had to be done in small bits of time to be snatched from other library duties, and all the library staff worked on it. If we were doing it again I would ask for temporary extra help just to do this task.

Key-punching was done in-house and no record of time was kept as to how much time has been spent on our project. Our programmer estimates that she has been spending about one work week a month on our project since April 1977, most of it testing, debugging, and retesting, rather than actual programming. In addition to the initial file program she has written programs for our monthly alphabetical and subject printouts of all titles received, special request programs, i.e., what's due for renewal each month, or lists of periodicals in a particular language or having a particular special feature, a program for the people portion of the system, and a validation program to give us a report so we can check any changes or additions we've submitted between printouts. Update transmittals are submitted once a month, around the 15th, and by the end of the month we receive an updated alphabetical and subject printout (O). This is the form we use for submitting such updates (P). If it is a change of any kind our library clerical assistant fills out the form. If it is a new title, requiring subject code assignment, our cataloguer prepares it. No longer are periodical titles included in our card catalog.

Our first alphabetical and subject printouts were received in January of this year. A long wait to see the results of our efforts but one we feel was worthwhile. We now have an up-to-date list of our periodical titles and holdings always on hand. We receive two copies, one to keep in the library for reference, and one we lend to anyone on our staff who wants to see what titles we get. He or she can make choices of what to see regularly either by scanning the alphabetical list or checking the subject arrangement. We are currently investigating the possibility of reproducing the monthly lists in reduced format so they could conveniently be distributed to everyone on the foundation staff.

Coding for the people section began late last year, using employee ID numbers as the identifying code numbers. Here is the work sheet we used for this (Q) and the matching update transmittal (R). These are also batched and submitted to the systems section the middle of each month. There will be a two week time lag before updated routing slips are received, but changes on the routing slips can be made manually during that time if necessary, using the Kardex as the source of such information.

Routing slips (S) will be received at the beginning of each month, five for a weekly, three for a bi-weekly, two for a semi-monthly and one for periodicals of other frequencies. Dailies we will continue to route manually. What will we do with the unused routing slips left over each month? Before discarding them we plan to use them as the basis for checking the Kardex to see if a claim for a missing issue should be made.

We have yet to have a complete "people" printout - this will come later this summer when we gear up for subscription renewals. These

lists can also be produced on demand when someone wishes to review what titles he or she is seeing regularly, or when someone leaves and we need to take his or her initials off routing lists.

Has it all been worth the time and effort? Admittedly there were times such as when we were working on the coding or correcting errors in the initial printouts, when we wondered, but now that we are getting accurate monthly printouts, now that we have better control over our periodicals system and will be spending far less time routing and changing records, it obviously is worthwhile. Our periodical collection has expanded to about 900 titles now, but we find we are handling it more easily and accurately, and with less time, than we were 600 titles two years ago.

Ahead of us in the near future is the real possibility of an upgraded computer and, in the library itself, a terminal. While entailing some reprogramming and retesting, this will give us faster processing and greater file flexibility, and do away with the necessity for transmittal sheets and keypunching. We are looking forward to this.

In conclusion let me say that both the experience of Neil Zimmerman at The Population Council Library and my experience would seem to make evident the practicality of computerizing the records of what are relatively small periodical collections. The results are better control, greater accuracy, and above all, a saving of both professional and clerical time.

THE POPULATION COUNCIL
PERIODICAL CIRCULATION

JOURNAL OF ROUTINGS

ISSUE:

JOSLYN FRANK
G. GABRIEL
B. BARON
S. ROBBINS
G. BABB
J. FARGO
J. BLOOM
K. CARTER
M. NAG
CHRYSANTHOP./CBR
W. VAN WIE
W. SPERO
D. GIBBONS
C. WEBB
W. P. MAULDIN

* * * * * * * * * * * * * * * * * *
PLEASE PASS PROMPTLY AND RETURN
TO THE LIBRARY
CIRCULATION BEGUN:

* * * * * * * * * * * * * * * * * *

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16

THE POPULATION COUNCIL LIBRARY
CONTENTS PAGE CIRCULATION

JOURNAL OF ROUTINGS

ISSUE:

IF YOU WISH TO SEE THIS ISSUE
AFTER IT HAS BEEN TAKEN OFF
DISPLAY (2 WEEKS), PLEASE PUT
A CHECK MARK AFTER YOUR NAME.

G. BABB ____
J. BLOOM ____
M. NAG ____
W. VAN WIE ____
D. GIBBONS ____
____
____
____

* * * * * * * * * * * * * * * * * *
PLEASE RETURN TO
THE LIBRARY BY: 13-Apr-78
* * * * * * * * * * * * * * * * * *

THE POPULATION COUNCIL

- - - -

30-Mar-78

TO: P. HERRING
FROM: THE LIBRARY

THE ATTACHED JOURNAL
IS BEING SENT TO YOU
FOR POSSIBLE ABSTRACTING.

PLEASE RETURN IT TO
THE LIBRARY BY:

THANK YOU.

JOURNAL OF ROUTINGS

ISSUE:

THE POPULATION COUNCIL LIBRARY
CONTENTS PAGE CIRCULATION

JOURNAL OF ROUTINGS

ISSUE:

IF YOU WISH TO SEE THIS ISSUE
AFTER IT HAS BEEN TAKEN OFF
DISPLAY (2 WEEKS), PLEASE PUT
A CHECK MARK AFTER YOUR NAME.

J. FARGO ____
K. CARTER ____
CHRYSANTHOP./CBR ____
W. SPERO ____
C. WEBB ____
W. P. MAULDIN ____
____
____

* * * * * * * * * * * * * * * * * *
PLEASE RETURN TO
THE LIBRARY BY: 13-Apr-78
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Samples of "A", "B", and "C" routing slips for a fictious Journal of Routings.

Note how the "C" slip lists four names who wish to see every issue (first four) plus the names on the two "B" slips. If a person on a "B" slip does not check off his/her name when reviewing the contents page, that name is crossed off the "C" before the journal is sent out for circulation.

F1 157

LIST OF JOURNALS AVAILABLE FOR CIRCULATION TO STAFF (First page only).

B

THE POPULATION COUNCIL LIBRARY

* JOURNALS WHOSE CONTENTS PAGE IS CIRCULATED

| | |
|---|---|
| ACD | ACDA BULL.(UN ASIAN DEVEL) |
| ADC | ADC NEWSL.(ETC)/AG.DEVEL.CNCL. |
| ADO | ADOPT(UN ESCAP)(BIBLIO.) |
| AER | AMERICAN ECONOMIC REVIEW |
| AES | ANNALS OF ECON & SOCIAL MSRMNT |
| AFC | AFRICAN CENSUS PROG.NL./UN ECA |
| AFD* | AFRICAN DEMOGG.NEWSL.(INED) |
| AFL | AFRICA LINK (IPPF) |
| AID | A.I.D.RESEARCH&DEVEL.ABSTRACTS |
| AIP* | ADVANCES IN PLANNED PARENTHOOD |
| AJO* | AMERICAN J. OF OB. & GYN. |
| AJP* | AMERICAN J. OF PUBLIC HEALTH |
| AJS* | AMERICAN JOURNAL OF SOCIOLOGY |
| AMB | AMER.BOOK PUB.RECORD |
| AME | AMERICA INDIGENA (MEXICO) |
| APC | ASIAN & PACIFIC CENSUS NEWSL. |
| APN* | AFRICAN POPULATION NEWSL.(UN) |
| APP* | ASIAN POP.PROG.NEWS (UN) |
| APS | AMERICAN POLITICAL SCIENCE REV |
| ARN | ABORTION RESEARCH NOTES |
| ARP | AFRICA REPORT |
| ASD | ASIAN DEMOGRAPHIC COURIER/INED |
| ASR* | AMERICAN SOCIOLOGICAL REVIEW |
| AST | AMERICAN STATISTICAN |
| ASX* | AMERICAN SOCIOLOGIST |
| AUA | AM.UNIV.FIELD STAFF REPTS/ASIA |
| AUE | AM.UNIV.FLD.STAFF REPTS/EUROPE |
| AUN | AM.UNIV.FLS.STAFF REPS/N.AMER. |
| AUR | AM.UNIV.FLD.STAFF REPTS/AFRICA |
| AUS | AM.UNIV.FLD.STF.REPS/S.AMER. |
| AVI | A.V.S. INTL.PROJ.NEWSLETTER |
| AVS | ASSN.VOLUNTARY STERIL. NEWS |
| BAC | BACKGROUND NOTES COUNTRIES WLD |
| BCC | BUREAU OF THE CENSUS CATALOG |
| BDE | BOLETIN DEMOG.(CELADE) |
| BDS* | BANGLADESH DEVELOPMENT STUDIES |
| BIB | BIBLIOGRAPHY OF REPRODUCTION |
| BIL | BIBLIO.SELECT.POP&DEVL/ROMANIA |
| BJO | BRITISH J. OF OB. & GYN. |
| BMX | BIOMETRICS |
| BOB | BOLETIN BIBLIO.(CELADE) |
| BOI | BOLETIN INFORMATIVO(CELADE) |
| BUL | BUL.POP&DEV.STD.CNTR(SEOUL) |
| CAN | CANADIAN STUDIES IN POPULATION |
| CBI | CUM.BOOK INDEX(WORLD LIST) |
| CCX | CURRENT CONTENTS |
| CDC* | CDC NEWSL.(CAIRO DEMO.CNTR.) |
| CEP | CEPAL REVIEW/UN EC.COM.LAT.AM. |
| CER | CERES(FAO REVIEW) |
| CHA | CHALLENGE |
| CHO | CHOICE (BOOK REVIEWS) |
| CIC | C.I.C.R.E.D. BULLETIN (PARIS) |
| CLF | CURRENT LIT. FAM. PLAN. |
| COF | CONTRACEPT.-FERT.-SEXUALITE |

HE POPULATION COUNCIL LIBRARY

**STAFF NAMES AND CODES:** Notice the "names" with codes in the 090's. These are inserted, as necessary, to individualize slips for various journals.

| | | | |
|---|---|---|---|
| 001 | S. ALEXANDER | 049 | W. SPERO |
| 002 | G. BABB | 050 | HJ TATUM/BIO-MED |
| 003 | S. DAWSON | 051 | C. TIETZE |
| 004 | J. COLSON | 052 | M. NAG |
| 005 | B. BARON | 053 | V. THADANI |
| 006 | J. BAUSCH | 054 | W. VAN WIE |
| 007 | J. BRUCE | 056 | P. ARNOLL * |
| 008 | L. BLATT | 057 | G. ZEIDENSTEIN |
| 009 | J. BLOOM | 058 | H.N. ZIMMERMAN |
| 010 | J. BONGAARTS | 059 | LUBA ZIMMERMANN |
| 011 | CHRYSANTHOP./CBR | 060 | C. WEBB |
| 012 | K. CARTER | 061 | L. DUNN |
| 013 | E. CHURCHILL | 062 | C. WEILAND |
| 014 | P. DEMENY | 063 | S. SALYER |
| 015 | G. BROWN | 064 | B. WINIKOFF |
| 017 | J. FARGO | 070 | ALAM [TURKEY] |
| 018 | A. JAIN | 071 | FAUNDES [BRAZIL] |
| 019 | G. GABRIEL | 072 | LAING [PHILIPP.] |
| 020 | JOSLIN FRANK | 073 | HARDY[PC/BRAZIL] |
| 021 | T. FREJKA | 074 | K.S.S. [INDIA] |
| 022 | D. GIBBONS | 075 | FAWCETT[SINGAP.] |
| 023 | P. HERRING | 076 | MACKENZIE [NIGA] |
| 024 | P. HOLLERBACH | 077 | POTTER [MEXICO] |
| 025 | E. HOFSTATTER | 078 | POTTER/IGR[MEX.] |
| 026 | H. HOOGENBOOM | 079 | SOBREVILLA [MEX] |
| 027 | L. FERRIGNO | 080 | MOIR [INDONESIA] |
| 028 | C. KEELY | 081 | CLINTON [FIELD] |
| 029 | T. JACKANICZ/CBR | 090 | JOURNAL AVAIL.IN |
| 030 | C. LININGER | 091 | LIBRARY ONLY |
| 031 | L. LUMLEY | 094 | PLEASE DISCARD |
| 032 | K. LYLE/C.B.R. | 095 | - - - - - - - - - |
| 033 | W. P. MAULDIN | 096 | ********** |
| 035 | G. MCNICOLL | 097 | SUGGESTIONS ???? |
| 036 | B. MCINNES | 098 | PASS PROMPTLY!!! |
| 038 | D. NORTMAN | 099 | CIRC. AVAILABLE |
| 039 | R. SENDEK | | |
| 040 | M. TODARO | | |
| 041 | F. SCHMIDT/CBR | | |
| 042 | M. QURESHI | | |
| 043 | E. RADINI | | |
| 044 | S. ROBBINS | | |
| 045 | R. RUBINSTEIN | | |
| 046 | B. SCHEARER | | |
| 047 | F. SHORTER * | | |
| 048 | I. SIVIN/BIO-MED | | |

* VACATION STATUS

SAMPLE PAGE FROM CIRCULATION DATA LISTING: Notice how International Development Review has three "B" Slips; one to three staff members, a second to another seven and a third to an overseas staff member. The "C" Slip will contain all the names on all three "B" Slips with the "name" Pass Promptly at the top.

D

| CODE | NAME OF JOURNAL | FOR ABSTRACTING | CONTENTS PAGE CIRCULATION | | | EVERY ISSUE |
|---|---|---|---|---|---|---|
| HOX | HUMAN ORGANIZATION | | | | | J. BAUSCH |
| HUM | HUMAN SETTLEMENTS (UN) | K.S.S. [INDIA] | | | | CIRC. AVAILABLE |
| IBI | INTL.BIBLIO.INFO.DOCUMENTATION | | | | | H.N. ZIMMERMAN |
| IDC | I.D.R.C. REPORTS | | | | | W. VAN WIE<br>G. BROWN<br>J. BRUCE<br>E. HOFSTATTER<br>M. NAG |
| IDH | INTL. DIGEST HEALTH LEGISLA. | | | | | H. HOOGENBOOM<br>C. TIETZE |
| IDR | INTL. DEVELOPMENT REVIEW | H. HOOGENBOOM<br>C. LININGER<br>I. SIVIN/BIO-MED | F. SHORTER<br>J. BONGAARTS<br>T. FREJKA<br>D. NORTMAN<br>M. NAG<br>G. MCNICOLL<br>M. TODARO | MOIR [INDONESIA] | | PASS PROMPTLY!!! |
| IDS | INST.OF DEVEL.STUDIES BULLETIN | CLINTON [FIELD] | | | | T. FREJKA<br>G. MCNICOLL<br>J. BRUCE<br>V. THADANI<br>E. HOFSTATTER |
| IFP | INTL.FAMILY PLAN.DIGEST | | | | | C. TIETZE<br>C. WEILAND |

E

THE POPULATION COUNCIL LIBRARY
30-Mar-78

CIRCULATION TO J. BONGAARTS

| | | |
|---|---|---|
| AER | AMERICAN ECONOMIC REVIEW | C LIST |
| AID | A.I.D.RESEARCH&DEVEL.ABSTRACTS | C LIST |
| AIP | ADVANCES IN PLANNED PARENTHOOD | C LIST |
| AJO | AMERICAN J. OF OB. & GYN. | C LIST |
| AJP | AMERICAN J. OF PUBLIC HEALTH | C LIST |
| AJS | AMERICAN JOURNAL OF SOCIOLOGY | C LIST |
| ASR | AMERICAN SOCIOLOGICAL REVIEW | C LIST |
| BMX | BIOMETRICS | C LIST |
| CER | CERES(FAO REVIEW) | C LIST |
| CHA | CHALLENGE | C LIST |
| CIC | C.I.C.R.E.D. BULLETIN (PARIS) | C LIST |
| CPR | CURRENT POPULATION REPORTS | C LIST |
| EDC | ECON DEVEL & CULTURAL CHANGE | B LIST |
| FAF | FOREIGN AFFAIRS | B LIST |
| FEE | FAR EASTERN ECONOMIC REVIEW | C LIST |
| FOO | FOOD & NUTRITION (FAO) | C LIST |
| FPP | FAMILY PLANNING PERSPECTIVES | C LIST |
| FSX | FERTILITY & STERILITY | C LIST |
| HBX | HUMAN BIOLOGY | C LIST |
| IDR | INTL. DEVELOPMENT REVIEW | B LIST |
| ISR | INTL. STATISTICAL REVIEW | C LIST |
| JBS | JOURNAL OF BIOSOCIAL SCIENCE | C LIST |
| JDE | J. OF DEVELOPMENT ECONOMICS | B LIST |
| JEL | JOURNAL OF ECONOMIC LITERATURE | C LIST |
| JPE | JOURNAL OF POLITICAL ECONOMY | C LIST |
| JPR | JOURNAL POPULATION RESEARCH | C LIST |
| JRS | J. OF THE ROYAL STAT. SOCIETY | C LIST |
| JST | J. AM. STATISTICAL ASSN. | C LIST |
| LAC | LACTATION REVIEW | C LIST |
| MMF | MILBANK MEMORIAL FUND QUART. | C LIST |
| PBL | POPULATION BULLETIN | C LIST |
| PEF | POPULATION ET FAMILE | C LIST |
| PEO | PEOPLE (I.P.P.F.) | C LIST |
| PRT | POPULATION REPT(G.WASH.UNIV.) | C LIST |
| SBY | SOCIAL BIOLOGY | C LIST |
| SCI | SCIENCE | B LIST |
| TPB | THEORETICAL POPULATION BIOLOGY | C LIST |
| ZEI | ZEITTSCHRIFT FUR BEVOL.WISSEN. | C LIST |

LISTING OF JOURNALS ROUTED TO A PARTICULAR STAFF MEMBER: Mainly used when he wants to change his listing

F

THE POPULATION COUNCIL LIBRARY
LAST TEN JOURNALS ON LIST AS OF 19-Apr-78
(LAST IS FIRST)

| | |
|---|---|
| PNF | POP.NEWS/FORD FOUND.FIELDSTAFF |
| CUP | CURRENT PUBLIC POLICY RESEARCH |
| COU | CONSUMER UPDATE/FOOD&DRUG ADM. |
| PRW | POPULATION REVIEW |
| IJH | INTL. J. OF HEALTH SERVICES |
| IJG | INTL. J. OF GYN. & OBSTETRICS |
| CFO | COFO MEMO/COALITION FAM.ORGS. |
| PAN | PAN AMERICAN HEALTH (PAHO) |
| AJN | AMERICAN J. CLINICAL NUTRITION |
| ACD | APDAC BULL.(U.N. ASIAN DEVEL.) |

THE POPULATION COUNCIL LIBRARY - HOLDINGS OF PERIODICALS SECTION AS OF 07-Mar-78 | Sample page from out HOLDINGS List | 

G

| CODE | NAME OF PERIODICAL | CURR. REC'D | CIR. SYS. | HOLDINGS (PARENTHESIS = INCOMPLETE YEAR) | SOURCE |
|---|---|---|---|---|---|
| IDS | INST.OF DEVEL.STUDIES BULLETIN | YES | YES | MAY 74-DATE | EXCH |
| IEC | INFO.ED.COMM.IN POP(EAST-WEST) | NO | NO | 71-74, | |
| IFP | INTL.FAMILY PLAN.DIGEST | YES | YES | FEB-SEP 75 | ? |
| IGC | IGCC NEWS(SE ASIA FAM PLAN) | YES | YES | 74-DATE | FREE |
| IJH | INTL. J. OF HEALTH SERVICES | NO | NO | 71-76. | |
| ILO | I.L.O. INFORMATION | YES | YES | --ONE YEAR + CURRENT-- | FREE |
| ILR | INTERNATIONAL LABOUR REVIEW | YES | YES | 72-DATE | FAXON |
| IMF | IMPORTANT...FUTURE(UNITAR) | YES | YES | 75-DATE, | FREE |
| IMP | IMPACT OF SCIENCE ON SOCIETY | NO | NO | 70-76 | |
| IMR | INTERNATIONAL MIGRATION REVIEW | YES | YES | 66-67,71-75,(77)-DATE | FAXON |
| IMX | INTERNATIONAL MIGRATION | YES | YES | 70-DATE | FAXON |
| INC | INTERCOM (CNTR. WAR-PEACE S.) | YES | YES | (64-68),72-DATE | FAXON |
| IND | INDUSTRIAL...& PROD...(UN) | YES | YES | 70-DATE, | REQ.EA.ONE |
| INI | INITATIVES IN POP(PHILIPPINES) | YES | YES | 75-DATE | FREE |
| INJ | INTL. J. OF FERTILITY | NO | NO | (63-64),65-67, | |
| INM | INTL. MIGRATION REVIEW | NO | NO | (66),67,71-75,(76), | |
| INN | INDUST.DEVEL.NEWS.ASIA&PACIFIC | YES | YES | 70-DATE, [NO.5- ] -FORMERLY ASIAN INDUST.DEVEL.NEWS- | REQ.EA.ONE |
| INR | INTERCHANGE (POP.REF.BUREAU) | YES | YES | 72-DATE, | EXCH. |
| INS | INTL. SOCIAL SCIENCE J. | NO | NO | (59),60-62,(65-66),71-76, | |
| INT | INTER DEPENDENT (UN ASSN. USA) | YES | YES | (76)-DATE, | DIRECT SUB |
| INV | INTL. COUNCIL OF VOL.AGENCIES | NO | NO | 74-76, | |
| INX | INTERCOM (POP.REF.BUREAU) | YES | YES | 73-DATE | EXCH |

"TRACK" Used to speed work involved in claiming overdue journals

H

THE POPULATION COUNCIL
30-Mar-78
LIST OF PERIODICALS WHICH HAVE NOT BEEN RECEIVED SINCE 01-Aug-77

| PERIODICAL | LAST SLIP | PERIODICAL | LAST SLIP |
|---|---|---|---|
| AFRICAN DEMOGG.NEWSL.(INED) | 23-Mar-77 | ASIAN DEMOGRAPHIC COURIER/INED | 04-Apr-77 |
| BUL.POP&DEV.STD.CNTR(SEOUL) | 24-May-77 | CANADIAN STUDIES IN POPULATION | 14-Jun-77 |
| DRAPER WORLD POP. FUND REPT. | 24-May-77 | E.AFRICAN J. OF RURAL DEVELOP. | 23-Jun-77 |
| ECON.BULL.EUROPE (UN) | 24-May-77 | ECON.BULL.FOR AFRICA (UN) | 19-May-77 |
| FAMILY PLANNER(SYNTEX) | 15-Jul-77 | INDUSTRIAL...& PROD...(UN) | 01-Sep-76 |
| JIMLAR MUTANE/J.POP.STD.AFRICA | 18-Oct-76 | JOURNAL POPULATION RESEARCH | 18-Nov-76 |
| LACTATION REVIEW | 22-Jul-77 | LAW & POP PROG NEWSL.(TUFTS) | 24-May-77 |
| POP ACTIVIST NEWSLTR/POP.INST. | 03-Jan-77 | POPULATION BULLETIN OF THE UN | 24-May-77 |
| RAND CHECKLIST (NEW PUBS.) | 24-May-77 | REV. DE PLAN. Y DESARROLLO | 24-May-77 |
| SEADAG PAPERS | 01-Sep-76 | SEADAG REPORTS | 01-Sep-76 |
| WORLD FERTILITY SURVEY DIARY | 20-Jun-77 | WPS NEWSLTR(WORLD POP. SOC.) | 03-Jan-77 |

I

## TABLE #1 - FREQUENCY CODES

| CODE | VALUE |
|---|---|
| A | ANNUAL |
| Q | QUARTERLY |
| M | MONTHLY |
| W | WEEKLY |
| D | DAILY |
| X | OTHER |
| I | IRREGULAR |
| S | SEMI-ANNUAL |
| B | BI-MONTHLY |
| K | BI-WEEKLY |

Table # 2

Subject Code

| Code Value | | Code Value | |
|---|---|---|---|
| 00 | Abstracting and Indexing Services | 26 | Education |
| 01 | Accounting | 27 | ~~Higher Education~~ Africa |
| 02 | Advertising and Public Relations | 28 | Energy |
| 03 | Aeronautics and Space Flight | 29 | Engineering |
| 04 | Agriculture | 30 | Environmental Studies |
| 05 | Agricultural Economics & Rural Develop. | 31 | Ethnic Interests |
| 06 | Anthropology | 32 | Fish and Fisheries |
| 07 | Archaeology | 33 | Folklore |
| 08 | Arts | 34 | Food and Food Industries |
| 09 | Astronomy | 35 | Foundations & Philanthropy |
| 10 | Banking and Finance | 36 | Forests and Forestry |
| 11 | Bibliographies | 37 | Gardening and Horticulture |
| 12 | Biography | 38 | General Interest Periodicals ~~(Subdivided by country)~~ |
| 13 | Biology | 39 | Geography |
| 14 | Business and Industry | 40 | Gerontology and Geriatrics |
| 15 | Chemistry | 41 | History |
| 16 | Children and Youth | 42 | Home Economics & Consumer Inter. |
| 17 | Communications | 43 | Hospitals |
| 18 | Postal Affairs | 44 | Housing and Urban Planning |
| 19 | Radio and Television | 45 | Humanities |
| 20 | Telephone and Telegraph | 46 | Insurance |
| 21 | Computer Technology and Applications | 47 | Interior Design and Decoration |
| 22 | Criminology and Law Enforcement | 48 | Journalism |
| 23 | Dance | 49 | Labor and Industrial Relations |
| 24 | Earth Sciences & Oceanography | 50 | Law |
| 25 | Economics | 51 | Library and Information Science |

J2



| Code Value | | Code Value | |
|---|---|---|---|
| 52 | Linguistics | 78 | Political Science |
| 53 | Literary and Political Reviews | 79 | Civil Rights |
| 54 | Literature & Poetry | 80 | International Relations |
| 55 | ~~Poetry~~ Asia | 81 | Population Studies |
| 56 | Management | 82 | Psychology |
| 57 | ~~Industrial Management~~ Europe | 83 | Public Administration |
| 58 | ~~Office Management~~ So. & Central America | 84 | Public Health |
| 59 | Personnel Management | 85 | Publishing and Book Trade |
| 60 | Marketing | 86 | Religions and Theology |
| 61 | Medical Sciences | 87 | Sciences |
| | Dentistry | 88 | Social Sciences |
| 62 | Nurses and Nursing | 89 | Social Services and Welfare |
| 63 | Obstetrics and Gynecology | 90 | Sociology |
| 64 | Psychiatry and Neurology | 91 | Sports and Games |
| 65 | Meetings and Congresses | 92 | Statistics |
| 66 | Meteorology | 93 | Textile Industries and Fabrics |
| 67 | Mines and Mining Industry | 94 | Theater |
| 68 | Motion Pictures | 95 | Transportation |
| 69 | Music | 96 | Veterinary Science |
| 70 | Nutrition and Dietetics | 97 | Water Resources |
| 71 | ~~Oriental Studies~~ North America | 98 | Women's Interests |
| 72 | ~~Parapsychology and Occultism~~ Other count. | 99 | Other _____ |
| 73 | Petroleum and Gas | | |
| 74 | Pharmacy and Pharmacology | | |
| 75 | Philosophy | | |
| 76 | Photography | | |
| 77 | Physics | | |
| | Nuclear Energy | | |

K

## TABLE #3 - LANGUAGE CODES

| CODE | VALUE |
|---|---|
| 00 | English |
| 01 | French |
| 02 | German |
| 03 | Spanish |
| 04 | Italian |
| 05 | Portuguese |
| 06 | Other |
| 07 | English/French |
| 08 | English/Spanish |
| 09 | English/German |

L

## TABLE #4 - SPECIAL FEATURE CODES

| CODE | VALUE |
|---|---|
| 00 | None |
| 01 | Foundation Publication |
| 02 | Newsletter |
| 03 | Book Reviews |
| 04 | Bibliographies |
| 05 | RF can advertise |
| 06 | Has own Index |
| 07 | Indexed in a Periodical Index |
| 08 | Includes Statistics |
| 09 | Other |

- - m

## CODING INSTRUCTIONS - PERIODICAL PUBLICATIONS MASTER FILE

RECORD #1

Publication Number: Enter a 5 digit number ranging from ØØØØØ to 99999. The publication number should reflect alphabetical sequence.

Action Code: Enter the appropriate one character code.
A = Add a Record
I = Initial File Creation
C = Change Data
D = Delete a Record
R = Reactivate a Record

Publication Name: Enter the name up to a maximum of 42 characters.

Renewal Date: Enter the 6 digit date as follows MMDDYY. If no day of the month need be specified enter MMØØYY.

Gift: Enter a 'G' if this periodical is a gift to the RF, if not leave blank.

Number of Copies Received: Enter the number of copies the RF receives in 2 digits.

Frequency Received: Enter the appropriate one character code from Table #1.

Circulate: If this periodical is circulated enter a 'Y' for YES; if not enter a 'N' for NO.

Subject Code: Enter the appropriate 2 digit code from Table #2.

Language Code: Enter the appropriate 2 digit code from Table #3.

Newspaper: If this periodical is a newspaper enter a 'Y' for Yes; if not enter a 'N' for NO.

Retention Schedule: Enter the appropriate code or the number of months in 2 digits.
ØP = Permanent
ØD = Discard
ØL = Latest Issue Only

Permanent - Year Begin: If the retention of a periodical is permanent enter the first year for which a copy is available in 4 digits (YYYY).

Card Number: 1.

---

RECORD #2

Publication Number : Same instruction as for Record #1.

Action Code: Same instruction as for Record #1.

Dealer's Name: Enter the name up to a maximum of 3Ø characters.

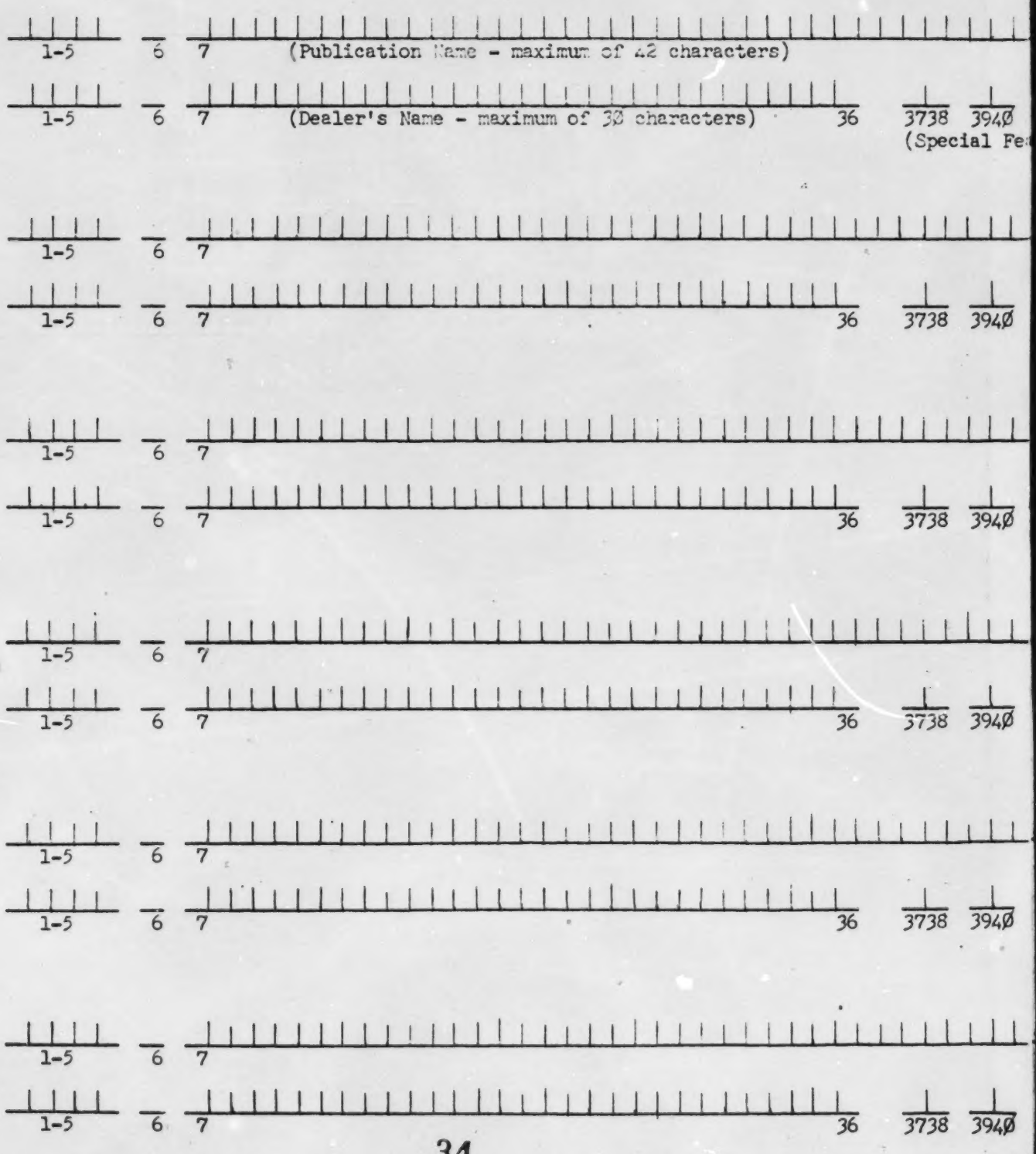
Special Features Code: Enter the appropriate 2 digit special feature code(s) from Table #4. There is a possibility of 8 codes per periodical; enter them from left to right.

Purchase Order Number: Enter the 5 character purchase order number.

Card Number: 2.

PERIODICAL PUBLICATIONS UPDATE TRANSMITTAL

Action Codes: A = New Publication D = Delete a Record I = Initial File Creat
C = Change Data R = Reactivate a Record



ion

Renewal Date | Gift Code (G or X | Number of Copies Received by RF | Frequency Receive | Circulate (Y=YES, | Subject Code | Language Code | Newspaper (Y=YES, | Retention Schedul | If Permanent Year Begin | Card Code

48 55 60 61 6263 64 65 6667 6869 70 7172 73 76 80 1

4142 4344 4546 4748 4950 5152 67 71 80 2

atures Codes - maximum of 8 entries) (P.O. #)

48 55 60 61 6263 64 65 6667 6869 70 7172 73 76 80 1

4142 4344 4546 4748 4950 5152 67 71 80 2

48 55 60 61 6263 64 65 6667 6869 70 7172 73 76 80 1

4142 4344 4546 4748 4950 5152 67 71 80 2

48 55 60 61 6263 64 65 6667 6869 70 7172 73 76 80 1

4142 4344 4546 4748 4950 5152 67 71 80 2

48 55 60 61 6263 64 65 6667 6869 70 7172 73 76 80 1

4142 4344 4546 4748 4950 5152 67 71 80 2

48 55 60 61 6263 64 65 6667 6869 70 7172 73 76 80 1

4142 4344 4546 4748 4950 5152 67 71 80 2

P

# PERIODICAL PUBLICATIONS UPDATE TRANSMITTAL

A - New Publication C - Data Change D - Delete a Record R - Reactivate a Record

## CARD 1

Publication Number 1 — — — 5

Action Code 6

Subject Code 7 8

Publication Name (maximum of 42 characters) 9 — 50

Renewal Date 55 — — — — 60

Gift Code (G or blank) 61

Number of Copies Received by RF 62 63

Frequency Received (see coding instructions) 64

Circulate (Y = YES; N = NO) 65

Language Code (see coding instructions) 68 69

Newspaper Code (Y = YES; N = NO) 70

Retention Schedule (see coding instructions) 71 72

If Permanent Beginning Year 73 — — 76

Card Code 1 80

## CARD 2

Publication Number 1 — — — 5

Action Code 6

Subject Code 7 8

Dealer's Name 9 — 38

Special Feature Code 1 (see coding instructions) 39 40

Special Feature Code 2 " 41 42

Special Feature Code 3 " 43 44

Special Feature Code 4 " 45 46

Special Feature Code 5 " 47 48

Special Feature Code 6 " 49 50

Special Feature Code 7 " 51 52

Special Feature Code 8 " 53 54

Purchase Order Number 71 — — — 75

Card Code 2 80



C-6 Rev. 3/78

Q

CIRCULATION MASTER FILE

INITIAL FILE CREATION TRANSMITTAL

| ID NUMBER | PUBLICATION NUMBER | COPY NUMBER | POSITION ON SLIP | ACTION CODE | INITIALS | RECORD NUMBER |
|---|---|---|---|---|---|---|
| 1-5 | 6-1Ø | 11-12 | 13-14 | I 15 | 16-18 | 1 8Ø |
| 1-5 | 6-1Ø | 11-12 | 13-14 | I 15 | 16-18 | 1 8Ø |
| 1-5 | 6-1Ø | 11-12 | 13-14 | I 15 | 16-18 | 1 8Ø |
| 1-5 | 6-1Ø | 11-12 | 13-14 | I 15 | 16-18 | 1 80 |
| 1-5 | 6-1Ø | 11-12 | 13-14 | I 15 | 16-18 | 1 8Ø |
| 1-5 | 6-1Ø | 11-12 | 13-14 | I 15 | 16-18 | 1 8Ø |
| 1-5 | 6-1Ø | 11-12 | 13-14 | I 15 | 16-18 | 1 8Ø |
| 1-5 | 6-1Ø | 11-12 | 13-14 | I 15 | 16-18 | 1 8Ø |
| 1-5 | 6-1Ø | 11-12 | 13-14 | I 15 | 16-18 | 1 8Ø |
| 1-5 | 6-1Ø | 11-12 | 13-14 | I 15 | 16-18 | 1 8Ø |
| 1-5 | 6-1Ø | 11-12 | 13-14 | I 15 | 16-18 | 1 8Ø |
| 1-5 | 6-1Ø | 11-12 | 13-14 | I 15 | 16-18 | 1 8Ø |

R

INDIVIDUAL'S CIRCULATION MASTER FILE
UPDATE TRANSMITTAL

A - New Publication  C - Data Change  D - Delete a Record  R - Reactivate a Record

INDIVIDUAL'S NUMBER — 1 — — — — 5

PUBLICATION NUMBER — 6 — — — 1Ø

ACTION CODE — 11

COPY NUMBER — 12 13

POSITION NUMBER — 14 15

INITIALS — 16 17 18

PUBLICATION NAME (Maximum of 42 Characters)

19 ——— 6Ø

FREQUENCY RECEIVED — 61

NUMBER OF COPIES RECEIVED — 62

CARD CODE — 1 / 8Ø